

(i) **THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES**

**DEPUTY COMMISSIONER**

The office is headed by the Deputy Commissioner. He is responsible for the implementation of programmes and policies of Centre Government and State Government in the district. As such he is representative of the government at district level. The Deputy Commissioner deals, coordinates the working of all Government offices within the district and looks after the law and order situation in the district. He is the primary relief agency in cases of natural calamities, be it fire, flood or drought. He controls the elections of MP's, MLA's, Panchayats, Panchayat Samitis, Zila Parishad and urban local bodies.

The Deputy Commissioner is also appointing and disciplinary authority of the entire class III & IV staff (except Superintendent Grade- II) working in his office. He is vested with powers under various Act, rules, regulations, codes and manuals etc. He is also District Election Officer and conducts and superintends the general and bye elections for Panchayats, Legislative Assembly, Zila Parishad, Panchayat Samities, Panchayats and Local Self Governments.

In brief, the Deputy Commissioner is responsible for the following functions and activities:-

(A) As District Magistrate,

- (i) Deputy Commissioner is responsible for the maintenance of Law and Order in the District.
- (ii) Controls and supervisions the issuance of various licenses under Arms Act, Explosion Act, etc.
- (iii) Supervisions and monitor the performance of Prosecution Agency and the police.
- (iv) Conducts and gets conductor the inspection of Police Stations/Posts.
- (v) He is also responsible for taking action against hording, block-marketing and charging of higher rates of essential and eatable commodities.

(B) **As District Collector**

- (i) He is an appellate authority in the revenue cases and other cases under various Acts and gets executive the orders of Civil Courts.

- (ii) He is responsible for relief and rehabilitation during natural disasters.
- (iii) Inspects and monitor the functioning's of stamp venders and Notary Public.
- (iv) He is the appointing and disciplinary authority of Kanungos and Patwaris.
- (v) As Registrar, he looks after the registration of sales, purchases and other transactions of land and other immovable properties and ensures that the stamps duty is not evaled and the value of land is not under assessed.

**(C) As Deputy Commissioner**

- (i) Ensures implementation of Government programmes and polices and coordinates development works in the district.
- (ii) Coordinate the developmental, cultural, social, health and medical welfare, social, health and medical, welfare promotion of tourism and other activities of various departments in the district.
- (iii) He is Chief Executive Officer of District Rural Development Agency.
- (iv) He is the Chairman of District Red Cross society and district Child Welfare Society.
- (v) He conducts and ensures the inspection of Offices of Block Development Officers.
- (vi) Monitors, inspects and controls the functioning of all the branch officers and branches under them.
- (vii) He is Appellate Authority under the Right To Information.
- (viii) He is the Coordinator-cum-Chairman of District level Inter-Developmental committee for efficiency in Administration.

**Additional Deputy Commissioner**

The senior most Officer to assist the Deputy Commissioner in the matters listed below. In Kullu, post of Additional Deputy Commissioner and Additional District Magistrate is combined one.

- 1) Collector deals with revenue cases.
- 2) As Addl. District Magistrate looks after the law and order situation.
- 3) As Additional District Magistrate issues and renews arms licenses.
- 4) As Project Director of District Rural Development Agency, looks after the development works.
- 5) As Chief Executive Officer, Zila Parishad looks after the various developmental issues pertaining to the Panchayati Raj Institutions.
- 6) As Vice-Chairman, District Red Cross Society looks after the works pertaining to Red Cross.
- 7) As Member Secretary and Vice-Chairman, E-Governance Society, Kullu, looks after the e-governance activities in the district.
- 8) As Chairman, District Water and Sanitation Committee, looks after the work of Swajaldhara scheme.
- 9) Controls Development Branch, Reader to Additional Deputy Commissioner Branch, Local Fund Branch, Twenty Point Branch, Grievances Cell and Small Saving Cell, Planning Cell.
- 10) Conducts inspections of the Notary Public.
- 11) Conducts periodic as well as sudden inspections of various development activities in the district, as also of Sub-Divisions, Tehsils, Block and other offices in the district as assigned by the Deputy Commissioner.
- 12) Looks after work of the District Small Saving Agency.
- 13) Performs various duties under the Right to Information Act as Public Information Officer for Deputy Commissioner office, Red Cross, E.Governance, Dussehra,
- 14) Vice- Chairmans, ATMA
- 15) Vice Chairman, Zila Sakshrta Samitti.
- 16) District Coordinator, HIPA Centre.

**Assistant Commissioner**

The Assistant Commissioner is the 2<sup>nd</sup> Branch Officer and assists the Deputy Commissioner in the following matters:-

The Assistant Commissioner has the following duties:-

- 1) Establishment matters of the ministerial staff of the office viz maintenance of services record, GPF advances etc.
- 2) DDO for the staff under head 2053-DistrictAdmn.
- 3) Controls Establishment Branch, Miscellaneous Branch, Nazarat branch, Budget Branch, Copying Agency, General Record Room and Record Room (English).
- 4) Assistant Commissioner is the ex-officio Vigilance Officer also.

**District Revenue Officer**

The District Revenue Officer has the following duties:-

- 1) Helps the Deputy Collector to maintain revenue record.
- 2) As Collector (Recovery) deals with the recovery of cases declared as arrears of Land Revenue.
- 3) Drawing & Disbursing Officer for the staff under head 2029-Land Revenue.
- 4) Maintenance of service record of the staff appointed under head 2029-Land Revenue.
- 5) Helps the Deputy Commissioner in relief work.
- 6) Controls Sadar Kanungo Branch, District Revenue Accountant Branch, District Revenue Accountant (Revenue) Branch, Revenue Record Room.
- 7) He is Joint Registrar (Pl. confirm)

**District Planning Officer**

The District Planning officer acts under the control of Deputy Commissioner through Additional Deputy Commissioner /Additional District Magistrate and has the following duties:-

1. Scrutinizes and puts up developmental schemes under:-
  - i) Vikas Main Jan Sehyog
  - ii) Vidhayak Kshetriya Vikas Nidhi
  - iii) Backward Area Sub Plan
  - iv) Decentralized Planning
  - v) CM Gradeam Path Yojana
  - vi) Implementation of development works under MPLAD.

2. DDO for the staff of Planning Cell.
3. Controls Planning Cell.

**Accounts Officer**

Looks after audit paras, CAG/PAC matters, conducts Purchase Committee meetings under BASP etc. at district level. Advises on pay fixation, budget, pension cases and all finance related matters. Conducts internal audit of the office.

**Superintendent Grade-I**

Superintendent Grade I looks after the fresh dak, assigns work to various branches and controls the Establishment Branch, Miscellaneous Branch, Nazarat Branch, Budget Branch, Copying Agency, General Record Room and Record Room (English). Ensures discipline and punctuality in entire office.

<b>Other Officials</b>		
Sr. No	Designation of the Employee	Powers and Duties of the Employee
1.	Superintendent Grade-II (Development)	Supervision of Dev., Local Fund, 20-Point, Grievance, Small Savings and Reader branch
2.	Superintendent Grade-II (Revenue)	Supervision of SK, DRA, DRA{R}, Accounts, Peshi, Litigation & Establishment (Patwaris & Kanungo) branches.
3.	P.A to D.C	<ol style="list-style-type: none"> <li>1. Attending Meetings</li> <li>2. Attending Fax</li> <li>3. Dealing with Annual Confidential Reports</li> <li>4. Other works assigned by the officer</li> <li>5. Preparation of Engagement Chart.</li> </ol>
<b><i>Establishment Branch</i></b>		

4.	Establishment Assistant (Senior Assistant)	<ol style="list-style-type: none"> <li>1. General supervision of establishment branch.</li> <li>2. Noting and drafting in important policy matters.</li> <li>3. Examination/scrutiny of cases of each staff in establishment branch.</li> <li>4. Preparation of case for holding of DPC for promotion/confirmation etc.</li> <li>5. Any important work entrusted by the officer in charge.</li> </ol>
5.	Establishment Clerk-I (Junior Assistant/Clerk)	<ol style="list-style-type: none"> <li>1. Preparation and circulation of seniority lists of class-III and IV servants and circulation of seniority list of Assistants, received from Divisional Commissioner - Mandi</li> <li>2. Circulation of Government Instructions and communications relating to establishment to all subordinate offices in the district</li> <li>3. Maintenance of all kinds of Roster.</li> <li>4. All other Miscellaneous correspondence regarding district level matters.</li> <li>5. Proposal for creation of posts/continuation of temporary posts and confirmation of temporary posts into permanent and various information in this respect.</li> <li>6. To maintain records regarding instructions about reservation of S.C, S.T, /Ex-Servicemen/Hindicapped, BPL families etc.</li> <li>7. To maintain the personal files of all officers/officials of D.C office, Tehsildars/NTs/Superintendents, Assistant, Clerks, and peons and officers of other departments, who are under the control of D.C.</li> <li>8. Correspondence regarding filling up of vacant posts and maintenance of upto date records.</li> </ol>

		<p>9.To maintain instructions, files regarding recruitment of various categories/promotion and correspondence thereof.</p> <p>10. To deal with the confirmation of staff.</p> <p>11. To maintain instructions/correspondence files of transfer of officers/Tehsildars/ NTs/ Suptds, Assistant, Clerks, and peons.</p> <p>12.To deal with the grant of special pay/senior scale/selection grade/and special increment to the officials who underwent family planning operation.</p> <p>13. Initiation of ACRs of the officials to the concerned officer.</p> <p>14.To deal with the particulars of Assistant Superintendents/Naib Tehsildars etc. for promotion and submission of vigilance and integrity certificates of Superintendent Grade I and II and Assistants.</p> <p>15. To deal with the departmental examination of various officers/officials etc.</p> <p>16. To deal with the typewriting test of newly appointed clerk.</p> <p>17. To deal with Assembly questions.</p> <p>18. To depute the official on duty holidays/ Chowkidar on Sunday.</p> <p>19. To maintain the various rules i.e. HAS, Tehsildar, Conduct rules, House building advance, warm clothing, festival, conveyance loans etc.</p> <p>20. To deal with the delegation of powers.</p> <p>21. Dealing with the matter regarding permission to purchase of scooter, house/land etc.</p> <p>22. Dealing with the various orders regarding the</p>
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		<p>transfer of branches and quick disposal of office work etc.</p> <p>23. Correspondence regarding Revenue and Magisterial training for Naib Tehsildar/Tehsildar /HAS/ IAS candidates.</p> <p>24. Maintenance of Incumbent Register of the officials, working in D.C office, Kullu.</p>
6.	Establishment Clerk-II (Junior Assistant/Clerk)	<p>1. Maintenance of service books of all officials working in the establishment of D.C office, Kullu and sub division of headquarter.</p> <p>2. To deal with the correspondence regarding earned leave of staff working under Head-2053-Dist Admn and all subordinate officers of D.C and Head of Officers who are under the control of Deputy Commissioner.</p> <p>3. Correspondence regarding Grant of GPF advance and withdrawal in respect of the officers/officials of D.C office.</p> <p>4. To deal with Assured Career Progression scheme cases.</p> <p>5. Audit note and inspection notes pertaining to establishment branch.</p> <p>6. Fixation of pay/revision of pay.</p> <p>7. Matters regarding disciplinary action and process of cases under CCS(CCA) Rules, 1965.</p>

7.	Establishment Clerk-III (Junior Assistant/Clerk)	<ol style="list-style-type: none"> <li>1. Submission of all kinds of reports and returns.</li> <li>2. To deal with deposit of cash and security by Government servants and its releasing etc.</li> <li>3. Receipt and despatch of the branch.</li> <li>4. To deal with the correspondence regarding various trainings at HIPA/ District center.</li> <li>5. Correspondence regarding approval of Tour programmes of all officers subordinate to Deputy Commissioner and heads of offices, who are under the control of Deputy Commissioner.</li> <li>6. All type work of establishment branch.</li> <li>7. Maintenance of records of casual leave</li> </ol>
<b>Miscellaneous Branch</b>		
9.	Miscellaneous Clerk-I (Junior Assistant/Clerk)	<ol style="list-style-type: none"> <li>1. Correspondence regarding tours of VIPs, Ministers and other dignitaries.</li> <li>2. Correspondence regarding reservation of accommodation.</li> <li>3. Celebration of periodical functions i.e. Republic Day, Statehood day, Himachal Day, Independence day etc.</li> <li>4. Correspondence regarding state guests.</li> <li>5. Correspondence regarding Ex-Servicemen.</li> <li>6. Correspondence regarding law and order in the district.</li> <li>7. Issue of No Accommodation Certificate to various departments.</li> <li>8. Correspondence regarding budget under head-2216 and 2059.</li> <li>9. Miscellaneous Correspondence.</li> </ol>

10.	Miscellaneous Clerk-II (Junior Assistant/Clerk)	<ol style="list-style-type: none"> <li>1. Work related to Registration of Societies under Society Registration Act, 1860.</li> <li>2. Freedom fighters' related correspondence.</li> <li>3. Correspondence regarding various awards.</li> <li>4. Issue of inner line permits.</li> <li>5. Issue of permission of film shooting in district.</li> <li>6. Correspondence regarding video parlours.</li> <li>7. Miscellaneous Correspondence.</li> </ol>
<b><i>Reader Branch, Additional Deputy Commissioner</i></b>		
11.	Reader to Additional Deputy Commissioner (Senior Assistant)	<ol style="list-style-type: none"> <li>1. Departmental/ Miscellaneous enquiries.</li> <li>2. Correspondence regarding Great Himalayan National Park.</li> <li>3. Discretionary of various offices assigned by the Deputy Commissioner.</li> <li>4. Establishment work of the branch under ADM. Receipt and Despatch work.</li> <li>5. Scrutiny and despatch of passport application.</li> <li>6. Inspection of public notaries.</li> </ol>

<b>Budget Branch</b>		
12.	Budget Assistant (Senior Assistant)	<ol style="list-style-type: none"> <li>1. Preparation of Pay/ Medical/ T.A bills.</li> <li>2. Preparation of Budget under general Administration, Social Security and Budget.</li> <li>3. Allocation of budget to the D.D.Os under control.</li> <li>4. Miscellaneous Correspondence related to budget.</li> <li>5. Correspondence regarding pension related dues to the pensioners and preparation of bills.</li> <li>6. Corresponding regarding countersignature of TA and Medical Bills of District Officers attached for the purpose.</li> </ol>
13.	Budget Clerk (Junior Assistant/Clerk)	<ol style="list-style-type: none"> <li>1. Maintenance of service books of all officials working in the establishment of D.C office, Kullu and headquarter sub division.</li> <li>2. To deal with the correspondence regarding earned leave of staff working under Head-2053-Dist Admn. and all subordinate officers of D.C. and Head of Offices who are under the control of Deputy Commissioner.</li> <li>3. Correspondence regarding Grant of GPF advance and withdrawal in respect of the officers/officials of D.C office.</li> <li>4. To deal with ACPs cases.</li> <li>5. Audit note and inspection notes pertaining to establishment branch.</li> <li>6. Fixation of pay/revision of pay.</li> <li>7. Matters regarding disciplinary action and process of cases under C.S.S rules, 1965.</li> </ol>

14.	Bill Clerk (Junior Assistant/Clerk)	<ol style="list-style-type: none"> <li>1. Preparation of Pay/Medical/T.A bills.</li> <li>2. Preparation of Budget under General Administration, Social Security and Budget.</li> <li>3. Allocation of budget to the D.D.Os under control.</li> <li>4. Miscellaneous Correspondence related to budget</li> <li>5. Correspondence regarding pension related dues to the pensioners and preparation of bills.</li> <li>6. Correspondence regarding pension related dues to the pensioners and preparation of bills.</li> <li>7. Corresponding regarding countersignature of TA and Medical Bills of District Officers attached for the purpose.</li> </ol>
<b>Nazarat Branch</b>		
15.	District Nazar (Senior Assistant)	<ol style="list-style-type: none"> <li>1. Maintenance of following Cash Books: <ul style="list-style-type: none"> <li>* 2053- Dist Admn.</li> <li>* 3451-Sectt Economic Services</li> <li>*Ahmednagar Experiment</li> <li>* District Relief Fund</li> <li>* 2070-other Admn. Services.</li> </ul> </li> <li>2. All kinds of drawl &amp; disbursement.</li> <li>3. Over all in charge of maintaining store &amp; stock.</li> <li>4. Over all in charge of District Malkhana</li> <li>5. Maintenance of Charcoal Register &amp; its stock</li> <li>6. Maintenance of Acquaintance rolls</li> <li>7. All kinds of Purchase of store &amp; stock.</li> <li>8. Arrangement of all various Government functions.</li> <li>9. Noting and drafting important policy matters relating to Nazarat Branch.</li> <li>10. Other Miscellaneous &amp; outdoor duties assigned by the superiors.</li> </ol>

		11. General Supervision of Nazarat branch.
16.	Assistant District Nazir-I (Junior Assistant/Clerk)	<ol style="list-style-type: none"> <li>1. Preparation of Contingency Bills &amp; Maintenance of its records /registers.</li> <li>2. Submission of all kind of reports/returns and its correspondence.</li> <li>3. Preparation of Budget/Estimates &amp; excess &amp; surrenders statement of contingency heads.</li> <li>4. Correspondence regarding obtaining different sanctions.</li> <li>5. Maintenance of contingent vouchers and bills.</li> <li>6. Compliance of audit of Nazarat Branch &amp; submission of its annotations.</li> <li>7. Correspondence regarding PM &amp; CM Relief Fund and maintenance of its record/register.</li> <li>8. Periodical checking of log books of vehicles of DEPUTY COMMISSIONER office.</li> <li>9. Correspondence regarding State Guests and submission of its bills.</li> <li>10 To assist District Nazir to maintaining store and stock.</li> <li>11. Noting and drafting concerned files.</li> <li>12. Any other work assigned by District Nazir.</li> </ol>
17.	Assistant District	1. Receipt, Despatch and type work of the Nazarat

	Nazir-II(Junior Assistant/Clerk)	<p>Branch.</p> <ol style="list-style-type: none"><li>2. Maintenance of Stock &amp; Store register with the help of Assistant District Nazir-I.</li><li>3. Maintenance of registers of Govt. Vehicles repair.</li><li>4. Maintenance of all files of Nazarat Branch.</li><li>5. Maintenance of files of Malkhana.</li><li>6. Consignment of old record of Nazarat Branch and maintenance of its records.</li><li>7. Correspondence regarding release of weapons and other materials deposited in the Malkhana.</li><li>8. Submission of APR's of State guests/PM/CM relief fund</li><li>9. Noting and drafting of concerned files.</li><li>10. Any other work assigned by the District Nazir.</li><li>11. Maintenance of catalogue register</li><li>12. Maintenance of Malkhana register and yearly numbering of the deposit materials including its correspondence.</li></ol>
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<b>Record Branch (English)</b>		
18.	Record Keeper (Senior Assistant)	<ol style="list-style-type: none"> <li>1. Maintenance of stationery stock records and register.</li> <li>2. To verify the character certificate and delivery of reports to concerned branches.</li> <li>3. Maintenance of files regarding different branches and also maintenance of register according to branch wise.</li> <li>4. Preparing agenda for conference of D.C and S.P .</li> <li>5. Destruction of files received from different branches according to office manual.</li> <li>6. Maintenance of letters/ receipt from different branches and despatching letters to concerned branches.</li> <li>7. Maintenance of annual administration report and passing it to Divisional Commissioner or Government.</li> <li>8. Maintenance of library register.</li> <li>9. Maintenance of bill stock register from purchases of local bazar and forward it to Nazir.</li> <li>10. To look after the repair of type machines.</li> <li>11. Maintenance of ordinary, in ordinary gazette notification published by the State Government.</li> <li>12. Maintenance of journals i.e. `Giri Raj' weekly.</li> <li>13. Maintenance of store stock budget 2053</li> </ol>

<b><i>Grievance Branch</i></b>		
19.	Grievance Assistant (Senior Assistant)	<ol style="list-style-type: none"> <li>1. To deal with the meetings.</li> <li>2. To deal with the meeting of Efficiency in Admn. (General &amp; Revenue).</li> <li>3. Recording &amp; preparation of proceedings of meetings.</li> <li>4. Follow up action on the above said proceedings.</li> <li>5. Correspondence relating to grievances received from general public / MPs / MLAs / Minister / Chief Minister / Governor / Human Rights Commission.</li> <li>6. Receipt and Despatch work of the Branch.</li> <li>7. Maintenance of Records and files.</li> <li>8. Typing work of the Branch.</li> </ol>
<b><i>Development Branch</i></b>		
20.	Development Assistant (Senior Assistant)	<ol style="list-style-type: none"> <li>1. Correspondence and Grant of LIGH/MIGH loans, for housing under the sites and services to E.W.S. and also for construction of tenements. All recoveries are also being sent to Collector for recovery as ALR.</li> <li>2. General receipt of the section.</li> <li>3. Diary and despatch of the branch.</li> <li>3. Typing work of the branch.</li> <li>Maintenance of record.</li> <li>4. Allotment of funds Correspondence.</li> </ol>

21.	Development Clerk (Clerk/Junior Assistant)	<ol style="list-style-type: none"> <li>1. Correspondence and grant of LIGH/MIGH loans, for housing under the sites and services to E.W.S. and also that of for construction of tenements. All recoveries are also being sent to Collector for recovery as ALR.</li> <li>2. General receipt of the section.</li> <li>3. Diary and despatch of the branch.</li> <li>3. Typing work of the branch.</li> <li>4. Maintenance of record.</li> <li>5. Correspondence related to allotment of funds.</li> </ol>
<b>Local Fund Branch</b>		
22.	Local Fund Assistant (Senior Assistant)	<ol style="list-style-type: none"> <li>1. Election work of the Municipalities.</li> <li>2. Scrutiny of the monthly meeting, proceeding of the municipalities.</li> <li>3. Complaints/Grievance of public against municipalities.</li> <li>4. Submission of Budget estimates of the Local Bodies of the Government.</li> <li>5. Correspondence regarding approval of <i>tehbazari</i> rates during the fair held in jurisdiction of local bodies.</li> <li>6. Regarding sanction under Section 51(2) (1) of HP Municipal Act to various bodies.</li> <li>7. All kinds of miscellaneous correspondence with the municipalities and Government in respect of local bodies.</li> <li>8. Typing work of branch.</li> <li>9. Despatch work of the Branch.</li> <li>10. Maintenance of record files.</li> </ol>

23.	Local Fund Clerk (Junior Assistant /Clerk)	<ol style="list-style-type: none"> <li>1. Election work of the Municipalities.</li> <li>2. Scrutiny of the monthly meeting, proceeding of the municipalities.</li> <li>3. Complaints/Grievance of public against municipalities.</li> <li>4. Submission of Budget estimates of the Local Bodies of the Government.</li> <li>5. Correspondence regarding approval of tehbazari rates during the fair held in jurisdiction of local bodies.</li> <li>6. Regarding sanction under Section 51(2) (1) of HP Municipal Act to various bodies.</li> <li>7. All kinds of miscellaneous correspondence with the municipalities and government in respect of local bodies.</li> <li>8. Typing work of branch.</li> <li>9. Despatch work of the Branch.</li> <li>10. Maintenance of record files.</li> </ol>
<b>20-Point Assistant Branch</b>		
24.	20-Point Assistant (Senior Assistant)	<ol style="list-style-type: none"> <li>1. To deal with the meetings of the District Development and 20-Point Programme Committee.</li> <li>2. Recording/Preparation of the proceedings of the meetings.</li> <li>3. Follow-up action on proceedings.</li> <li>4. Compilation of monthly progress reports.</li> <li>5. Compilation of quarterly progress reports.</li> <li>6. Maintenance of records and files.</li> <li>7. Diary and Despatch of the Branch.</li> <li>8. Noting and drafting.</li> </ol>
<b>Litigation Branch</b>		

25.	Litigation Assistant (Senior Assistant)	<ol style="list-style-type: none"> <li>1. Proposal of filing appeal (civil &amp; criminal) in the High Court.</li> <li>2. Acquittal reports of Criminal Cases.</li> <li>3. Filing of replies to the OA before Administrative Tribunal.</li> <li>4. Filing of replies to the CWP/CMP.</li> <li>5. Monitoring of case in all judicial courts in the district.</li> <li>6. Cases in Supreme Court.</li> <li>7. Representing received from the High Court.</li> <li>8. Withdrawal of criminal cases.</li> <li>9. Type work of the concerned files.</li> </ol>
26.	Litigation Clerk (Junior Assistant/Clerk)	<ol style="list-style-type: none"> <li>1. Parole cases of the convicts.</li> <li>2. Receiving notices from Judicial Court on behalf of Collector/ Deputy Commissioner and taking action.</li> <li>3. Monitoring of action on notice u/s 80 CPC on behalf of Collector.</li> <li>4. Reference petitions of Land Acquisition cases.</li> <li>6. Civil Miscellaneous petitions of Land Revenue cases.</li> <li>7. Receipt work of the branch.</li> <li>8. Dispatch work of the branch.</li> </ol>
<b>Peshi Branch</b>		
27.	Reader to Deputy Commissioner (Senior Assistant)	<ol style="list-style-type: none"> <li>1. Court peshi works.</li> <li>2. Preparing annual inspection schedule of various branches.</li> <li>3. Registration work.</li> <li>4. All kinds of noting and drafting.</li> <li>5. Miscellaneous works.</li> <li>6. Appointment of Public Notaries.</li> <li>7. Appointment of Lamberdar.</li> <li>8. Correspondence regarding creation of posts of</li> </ol>

		stamps vendors/ documents writer and appointment there of.
28.	Ahlmad to Deputy Commissioner (Junior Assistant /Clerk)	<ol style="list-style-type: none"> <li>1. Maintenance of files.</li> <li>2. Issue of summons.</li> <li>3. Receipt &amp; dispatch work of the branch.</li> <li>4. Consignment of decided case files.</li> <li>5. Preparing monthly and quarterly statements.</li> <li>6. Maintenance of case registers.</li> <li>7. Renewal of stamp vendor license /document writer license.</li> <li>8. Preparation of budget U/H stamps and Registration.</li> <li>9. Misc. work.</li> <li>10. Typing work of branch.</li> <li>11. Maintenance of the register of warrant of attachment.</li> </ol>

**Personal Staff****District Revenue Accountant Branch**

29	Stenographer to	1. To attend the telephone.
31.	DRA (Senior Assistant) Additional Deputy Commissioner/ADM	<ol style="list-style-type: none"> <li>1. Scrutiny of all monthly, quarterly and other misc. statements and other misc. information to be sent to newspaper etc.</li> <li>2. To maintain register regarding telephone, statements and other misc. information to be sent to newspaper etc.</li> <li>3. To maintain the engagement Diary of ADC/ADM.</li> <li>4. All other miscellaneous work assigned by the ADC/ADM.</li> </ol>
30.	Steno Typist to AC	<ol style="list-style-type: none"> <li>1. Departmental Enquiries</li> <li>2. Allotment of Government residential accommodation.</li> <li>3. Attending Telephone.</li> <li>4. Attending Fax.</li> <li>5. Other works assigned by the officer.</li> </ol>

		<p>the government in respect of loans, receipt, expenditure.</p> <ol style="list-style-type: none"><li>2. Sanction of loans and drawl etc.</li><li>3. Scrutiny of all statements to be sent to the govt. in respect of 0029 land revenue receipt including CAG &amp; PAC and state audit..</li><li>4. Maintenance of cash book of loan.</li><li>5. Approval of all <i>kishat bandies</i> of land revenue and loan.</li><li>6. Inspection of revenue and loans accounts of tehsils.</li><li>7. Noting and drafting in all matters.</li><li>8. Preparation of budget estimates, excess and surrender statement.</li><li>9. To ensure submission of remission of land revenue and obtaining approval of the Govt.</li><li>10. To pursue court cases of land acquisition &amp; issue of inescapability certificates.</li><li>11. Expediting of cases of transfer of land and lease cases.</li><li>12. General supervision of branch and working in respect of all matters.</li></ol>
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32.	Assistant DRA-I (Junior Assistant)	<ol style="list-style-type: none"> <li>1. Maintenance of files.</li> <li>2. Issue of summons.</li> <li>3. Receipt &amp; despatch work of the branch.</li> <li>4. Consignment of decided case files.</li> <li>5. Preparing monthly and quarterly statements.</li> <li>6. Maintenance of case register.</li> <li>7. Renewal of stamp vendor license / document writer license.</li> <li>8. Preparation of budget U/H stamps and Registration.</li> <li>9. Misc. work.</li> <li>10. Typing work of branch.</li> <li>11. Maintenance of the register of warrant of attachment preparation of monthly hal-tauzi statement of land revenue.</li> <li>2. Preparation of monthly receipt statement of taccavi loans.</li> <li>3. Reconciliation of receipt figures with the treasury.</li> <li>4. Maintenance of register No.1 of Sadar office.</li> <li>5. Pursuing audit and inspection note of Tehsil and Collector office.</li> <li>6. Submission of quarterly statement of mutation copying and inspection fee to the Divisional Commissioner.</li> <li>7. Approval of <i>kistbandis</i> of land revenue and mutation and copying fee.</li> <li>8. Preparation of annual statement of loans and balance year wise.</li> <li>9. Correspondence regarding recovery of <i>Abiana</i> charges.</li> <li>10. Maintenance of catalogue register of files.</li> </ol>
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		11. Other Miscellaneous work
33.	Asstt. D.R.A.-II (Junior Asst./Clerk)	<ol style="list-style-type: none"> <li>1. Preparation of monthly <i>hal-tauzi</i> statement of land revenue.</li> <li>2. Preparation of monthly receipt statement of <i>taccavi</i> loans.</li> <li>3. Reconciliation of receipt figures with the treasury.</li> <li>4. Maintenance of register No.1 of Sadar office.</li> <li>5. Pursuing audit and inspection note of Tehsil and Collector office.</li> <li>6. Submission of quarterly statement of mutation copying and inspection fee to the Divisional Commissioner.</li> <li>7. Approval of <i>kistbandis</i> of land revenue and mutation and copying fee.</li> <li>8. Preparation of annual statement of loans and balance year wise.</li> <li>9. Correspondence regarding recovery of <i>Abiana</i> charges.</li> <li>10. Maintenance of catalogue register of files.</li> <li>11. Other Miscellaneous work.</li> </ol>

<b>General Record Room</b>		
34.	Clerk General Record Room (Junior Assistant /Clerk)	1. Consignment/supply of decided files relating to MV Act, Criminal Courts and their maintenance.
35.	Clerk General Record Room-II (Junior Assistant/Clerk.)	1. Consignment/supply of decided files relating to all Civil and Revenue Courts and their maintenance.
<b>Arm License Branch</b>		
36.	Arms Licence Clerk (Junior Assistant/Clerk)	<ol style="list-style-type: none"> <li>1. Issue and renewal of arm licenses.</li> <li>2. All correspondence with government regarding arms &amp; ammunition, issue of NOC, extension of jurisdiction.</li> <li>3. Issue and renewal of explosive licenses.</li> <li>4. Issue of licenses for fire crackers etc. during festivals.</li> <li>5. Receipts and Despatch of the Branch.</li> <li>6. Maintenance of record/files of the branch.</li> </ol>
<b>Small Savings Branch</b>		
37.	Small Saving Clerk	<ol style="list-style-type: none"> <li>1. Collection and compilation of small savings figures from Head post office, Kullu and Sub post offices Anni Division.</li> <li>2. Correspondence regarding appointments and renewal of Mahila Pradhan Kshetriya Bachat Yojana agents and providing guidance/training.</li> <li>3. Distribution of MPKBY cards to agents for opening new RD Accounts.</li> <li>4. Correspondence regarding Prizes Money and Audit thereof and maintenance of Cash book.</li> <li>5. Correspondence regarding various State level Small savings Prize schemes launched at State Level.</li> <li>6. Typing work of the branch.</li> <li>7. Receipt and despatch of the branch.</li> <li>8. Maintenance of record/ files.</li> </ol>

<b>Receipt Section</b>		
38.	Receipt Clerk (Junior Assistant /Clerk)	1. Maintenance and despatch of letters/ telegrams in Deputy Commissioner office. 2. Maintenance of fax, telegrams related to concerned branches. 3. Maintenance of regular records.
39.	Despatch Clerk (Junior Assistant Clerk)	1. Maintenance and despatch of letters/ despatch register in Deputy Commissioner office. 2. Maintenance of fax, telegrams related to concerned branches. 3. Maintenance of regular records.

<b>Copying Agency</b>		
40.	Copying Assistant (Senior Assistant)	1. General supervision of the branch 2. Comparison & attestation of copies 3. Maintenance of private photo copier
41.	Nakal Nabeas-I (Clerk/Junior Assistant)	1. Correspondence regarding drought and flood relief, sanctioning of schemes and maintenance of panchayat/ Block wise record. 2. Utilization/ Completion certificates. 3. Correspondence regarding drinking water supply .
42.	Nakal Nabeas-II (Clerk Junior Assistant)	1. Preparing of copies of Musavi, Mutation, Jamabandi. 2. To despatch files received from G.R.R. 3. To maintain C.D.3 register daily.

<b>District Revenue Accountant (Recovery) Branch</b>		
43.	District Rev. Accountant (Recovery) (Senior Assistant)	1. Recovery work regarding ALR cases and other dues. 2. PAC/audit paras compilation work, correspondence with branch under supervision of Accounts Officer 3. Preparation of quarterly statement of audit paras 4. Settlement of CAG paras

<b>Sadar Kanungo Branch</b>		
44.	Accountant (Senior Assistant)	1. Preparation of budget under all heads. 2. Drawl of bills under heads including contingent bills.

		<ol style="list-style-type: none"> <li>3. Maintained of cash book of all heads.</li> <li>4. Compliance of inspection and audit notes.</li> <li>5. Preparation and compilation of monthly expenditure statements.</li> <li>6. Miscellaneous works bearing on accounts.</li> </ol>
45.	Bill Clerk (Junior Assistant)	<ol style="list-style-type: none"> <li>1. Preparation of all bills and statements.</li> <li>2. Monthly expenditure under head 2029.</li> <li>3. Quarterly expenditure under heads 2029.</li> <li>4. Yearly expenditure statement under head 2029.</li> <li>5. Dealing with GPF cases.</li> <li>6. Maintenance of pay bill register, TA/ MRC/ OE/ GPF/LIC/ JIS etc and correspondence thereof.</li> <li>7. To assist Establishment Kanungo in the maintenance of service books.</li> </ol>
46.	Sadar Kanungo	<ol style="list-style-type: none"> <li>1. General Supervision.</li> <li>2. Inspection of patwaris, field Kanungo and office.</li> <li>3. Assembly and parliamentary questions disposal there of.</li> </ol>
47.	Naib Sadar Kanungo ( Kanungo)	<ol style="list-style-type: none"> <li>1. Supervision of branch in the absence of S.K</li> <li>2. Construction of patwar Khana / kanungos buildings.</li> <li>3.Reconstruction of Revenue Estates, patwar circles, Tehsil and Sub Tehsil in th district.</li> <li>4. Relief of Riot affected persons, migration Hindu Families all correspondence regarding.</li> <li>5. Revenue Officers meetings.</li> <li>6. Computerization of Land records.</li> <li>7. Permission for purchase of land under section 118 of HP tenancy and Land Reforms.</li> </ol>

48.	Assistant Kanungo (Kanungo)	Sadar	1. Completion of Lal Kitab 2. Tour diaries of revenue officers/ all correspondence and instructions thereof. 3. Kargujari of Revenue Officers. 4. Mutation Statement. 5. Maintenance of Kisan Pass Books. 6. Exchange cases of Private land and flood affected persons. 7. Correspondence regarding Templates, Maszids, Gurudwaras and other religious institutions. 8. Preparation of quarterly revenue business statements
49.	Drivers= 5		With staff cars
50.	Daftri		1. Maintenance of service stamps registers. 2. Distribution of dak. 3. Maintenance of files of General Record Room.
51.	Jamadar =1		Orderly to Deputy Commissioner.
52.	Peons=6		General duty with branches and officers
53.	Sweeper=1		Cleanliness of office
54.	Part time Sweepers=3		Cleanliness of office
55.	Chowkidar=1		Chowkidar duty